

APPENDIX R

CONVOY COMMANDER'S REPORT

This appendix contains a sample convoy commander's report. As presented here, it provides a minimum of operational data. The format is for guidance only and may be modified to meet the requirements of any given situation. For example, the report contains no information on the security forces that may accompany a convoy. In instances where such action is necessary, information requirements covering escort and/or security forces and measures may be added to this format.

CONVOY COMMANDER'S REPORT

(Appropriate headquarters)

(Unit designation)

(Convoy clearance number)

(Date)

(Number and type of task vehicles)

(Control vehicles)

I. FORWARD MOVEMENT

R-1. CONVOY OPERATING TIME.

- | | | |
|-------------------------|-------|-------|
| • Arrive start point | | _____ |
| • Arrive load point | | _____ |
| • Depart load point | | _____ |
| • Loading time | | _____ |
| • Arrive HRP(s) | No. 1 | _____ |
| (list as needed) | No. 2 | _____ |
| • Depart (clear) HRP(s) | No. 1 | _____ |
| (list as needed) | No. 2 | _____ |
| • Arrive unload point | | _____ |
| • Depart unload point | | _____ |
| • Time at unload point | | _____ |

R-2. CARGO/PERSONNEL.

- Cargo (STONs) _____
- Class/type _____
- Number of personnel _____

R-3. DISTANCES (SPEEDOMETER READING, LEAD VEHICLES).

- Start point _____
- Loading point _____
- Forward mileage (no load) _____
- Unload point _____
- Forward mileage (loaded)
(load point to unload point) _____

R-4. REMARKS. Include data such as location of start point, route conditions, delays encountered and reasons thereof, and other operational information deemed necessary/appropriate; for example, start point, company area.

II. RETURN MOVEMENT

R-1. CONVOY OPERATING TIME.

- Arrive/return load point _____
- Depart/return load point _____
- Return load time _____
- Arrive HRP(s) No.1 _____
(list as needed) No.2 _____
- Depart (clear) HRP(s) No.1 _____
(list as needed) No.2 _____
- Arrive unload point _____
- Depart unload point _____
- Time at unload point _____
- Arrive unit area _____

R-2. CARGO/PERSONNEL.

- Cargo (STONs) _____
- Class/type _____
- Number of personnel _____

R-3. DISTANCES (SPEEDOMETER READING, LEAD VEHICLES)

- Unload point (forward movement) _____
- Return load point _____
- Return mileage (no load) _____
- Return load destination (RP) _____
- Return mileage (loaded) _____
- Arrive unit area _____
- Return mileage (no load) _____

R-4. REMARKS. Include any operational remarks such as explanation of any asterisks as follows:

*10 vehicles with return load; 40 vehicles return.

**Picked up return load at same place forward load was unloaded.

III. ROUND TRIP DATA

R-1. CONVOY OPERATING TIME.

- Start point time
(forward movement) _____
- Returned to start point
(return movement) _____
- Total dispatch hours _____
- Deadhead hours (unit to load area;
unload area to unit) _____
- Total load hours _____
- Total unload hours _____
- Total operational hours _____

R-2. CARGO/PERSONNEL.

- Forward tons/class _____
- Return tons/class _____
- Personnel forward _____
- Personnel return _____

R-3. DISTANCE IN MILES.

- Unit to forward load area _____
- Forward load area to destination _____
- Destination to return load area _____
- Return load area to destination _____
- Return unload area to unit _____
- Deadhead total _____
- Operational total _____

R-4. REMARKS. Include operational remarks as deemed appropriate to include passengers and/or ton miles; average rate of march, and so forth.